

**191—11.4(505,522B) Proof of completion of continuing education requirements.****11.4(1) *Producer duties.***

*a.* Producers are required to demonstrate compliance with the CE requirements at the time of license renewal. Procedures for completing the license renewal process are outlined in 191—Chapter 10.

*b.* Producers are required to maintain a record of all CE courses completed by keeping the original certificates of completion for four years after the end of the year of attendance.

**11.4(2) *Insurer duties regarding federal flood insurance.*** An insurer authorized to do business in Iowa shall demonstrate to the division, upon the division's request, that producers appointed by the insurer have complied with all continuing education guidelines as established by the National Flood Insurance Program (NFIP).